

President's Cabinet Meeting Notes
Monday, October 22, 2018
Administrative Conference Room

Present: Melissa Green, Beverly Muelrath, Nathan Rexford, Theresa Richmond, Dr. Stephen Schoonmaker, and Dawnie Slabaugh

Guests: Kent Gross

Absent: Sheila Grimes, Darlene Melby, and Bart Scott

The meeting began at 9:02 a.m.

1. Review of Notes from Previous Meeting

Notes from the previous meeting were reviewed and the following notations were made:

- Under Item 4, Nathan shared that IPB is aware that the Institutional Master Plan will be housed with them.
- Under Item 5, there is a meeting scheduled on Friday, October 26.

2. Vision Resource Center

Melissa shared that she signed up for the Vision Resource Center. The Vision Resource Center is a website that refers us to online TAC communities and offers trainings on Learning for Success. It is also focused on Guided Pathways. Dawnie will research this to find out what we need to do to integrate with the Vision Resource Center.

Theresa brought notes from a presentation that Nancy attended at ACHRO on the Vision Resource Center. Cabinet requested that Nancy attends the next meeting to learn more about the presentation that she attended.

3. Board of Trustees Orientation Session

Dr. Schoonmaker would like to offer the two newly elected Board of Trustees an orientation session. These are some of the areas that he would like to cover:

- New Trustee Workshop (State - January)
- College History
- Organizational Charts
- Shared Governance
- Brown Act – Top 10 Do's and Don'ts
 - Scope of responsibilities
- Governing vs. Operations
 - Unions - Relations
- Social Media Guidance
 - District vs. College
- Communication with College Community
- Foundation
- Districts – 7 areas
- Typical structure of Board Meetings

Folders should be made containing all of the materials for the orientation.

4. All College Meeting Agenda

The All College Meeting for November will be Friday, November 2. The agenda will be as follows:

- Vision Resource Center
- Birthdays, Anniversaries, and New Hires
- Planning Day

- Banner 9
- Winter Intersession Reminder
- Leading for Equity Update and a dyad/Native American History Month
- Severe Weather Procedure
- North State Giving Dates/Employee Payroll Deductions
- Foundation Mini Grants
- CTE Professional Development Funds

5. Native American History Month

Melissa shared that November is Native American History Month. The Karuk Tribe will be here the week of November 27 either Tuesday or Thursday from 4:00 p.m. – 6:00 p.m. They will give demonstrations on their traditional games, storytelling, language, and basket weaving and the event will conclude with dancing.

Melissa also shared that they will change the display case to reflect Native American History Month. The movie “Dream Keeper” will be shown in the Lodges on Thursday, November 8 and on Thursday, November 15 the movie “Smoke Signals” will be shown in PS 1 from 4:00 p.m. – 6:00 p.m.

6. College Ambassadors

Melissa shared that Dawnie, Janice, Carie and her had a meeting discussing the College Ambassadors program. They want to invite the ASM group to become College Ambassadors. They would buy the College Ambassador a COS shirt, have an info session, and there will be three different levels of involvement. Level 1 – staff a table and talk about programs at an event, Level 2 – attend the event and distribute candy and fans at an event, and Level 3 – to assist with the event such as setting up and breaking down the College Outreach materials. Melissa will send out an invitation to the ASM group to see who would like to make the commitment of becoming a College Ambassador.

7. SOU Professional Development Workshops

Theresa shared that SOU will have Professional Development Workshops for 2018 - 2019. She thinks that we should try to develop some workshops of our own. Theresa has a meeting scheduled with Kim where she will speak with her about this.

8. Open Positions

Theresa shared the open positions that we have in Human Resources. Discussion followed. Dr. Schoonmaker made some suggestions that could be made to the spreadsheet of open positions that Theresa will have Brynn update.

9. Wellness Program

This item has been tabled until the next President's Cabinet meeting.

10. Division Update

Dawnie gave her division update starting with Grants:

- Filling Karen's position
 - Dawnie has asked Karen to make a desk manual for transition purposes
- Update all AP's and BP's that are related to grants

Her next update was on Public Relations:

- Fall Semester events/activities promotion
 - Athletics, performing and visual arts, etc.
- College Ambassadors
- Winter Intersession/Spring Semester Prep/Advertising
- Special Publications
- Social Media

- Santa Tracker (KTVL Channel 10)
- Radio Interviews
- Police Academy Promotion
- Non-credit/Community Education
- Sessions with Stephen
- Fall/Spring Listening Tour
- TedxSiskiyou
- Public Records Request (PRR)/Freedom of Information Act (FOIA)
- Weblinks – College Homepage, etc.
- Review/Update Severe Weather/Campus Closure process (communication to campus and students before Thanksgiving Week)

Foundation update was next:

- Regular meetings – monthly
 - Board Participation/Membership
 - Board Governance (Annual review/update of Foundation Handbook)
- Annual Retreat
- Creation of Independent Foundation – management of fiscal enterprises
- Alumni Development
- Siskiyou Promise/AB 19
- Student Emergency Fund (Grant)
- Foundation Mini Grants – Proposals due November 16 and recipients will be announced December 14 at Planning Day
- Fundraising & Friend raising
 - Employee Payroll Deduction
 - Eagle Booster Club
 - Events: North State Giving Tuesday, Craft Fair
- Eagle's Nest
 - October 31 – Closed for holiday set up
 - November 1 – Holiday Extravaganza – 5- 7 p.m.
 - Open Sundays – November 4 through December 16 – 11 a.m. – 4 p.m.
 - 21st Anniversary Sale (Holiday) – December 1-21 (21 days of sales!)

Melissa will give the next division update.

11. Good of the Order

- Dr. Schoonmaker, Zack, Dawnie, Nathan, Regina, and possibly Katie Gale will go to Chicago in December for Complete College America.
- Theresa asked Cabinet for their thoughts on what we should do about students that attend College meetings that are not being paid and it was decided that this was a bigger discussion.
- Dawnie had Karen research Campus Compact and there are no Community Colleges involved in their organization.
- Dr. Schoonmaker asked that Cabinet members think about who might be a good fit to be on the Institutional Effectiveness Committee.

There being no further business, the meeting ended at 10:58 a.m.